



T R A N S F E R O P P O R T U N I T Y
FOR CURRENT STATE EMPLOYEES
ASSOCIATE GOVERNMENTAL PROGRAM ANALYST
PERSONNEL UNIT
DEPARTMENT OF INDUSTRIAL RELATIONS
DIVISION OF WORKERS' COMPENSATION - ADMINISTRATION

Position: Associate Governmental Program Analyst (AGPA)
Salary: \$4,111.00 - \$4,997.00
Location: San Francisco Headquarters Office

Duties: Under the general supervision of the CEA II, Chief, Programmatic Services, the AGPA performs complex and varied duties involving the Division's personnel requirements, including personnel staffing needs, employee benefit administration, Division personnel examination needs, and various personnel reports and special projects; confers and advises DWC managers and supervisors on any matters dealing with collective bargaining issues and disciplinary procedures. The AGPA has lead responsibility over clerical staff in DWC Personnel section; trains new Attendance Reporting Officers (ARO's), and performs other duties as required. With limited supervision, the AGPA performs the following duties:

Analyzes and coordinates the Division's organizational structure and personnel staffing requirements; makes recommendations regarding classification and position allocation to DWC managers; oversees the development of the necessary documentation on personnel matters involving position allocation, classification, and/or reclassification; prepares organization charts and drafts duty statements as necessary and initiates Form 1's to fill vacant positions and follows-up until positions are filled; maintains the FileMaker database for all DWC position control and analyzes the need for various data and prepares statistical reports for the Administrative Director and staff with recommendations on personnel staffing, position control, helps determine DWC's personnel examination needs and works on the planning of DWC's examinations; acts as liaison between DWC management and DIR Personnel Office; Confers and advises DWC managers and supervisors on any matters dealing with collective bargaining issues including grievance handling and recommends appropriate actions to implement changes; provides detailed information to managers and supervisors regarding disciplinary procedures; interprets MOU's, State Personnel Board policy, and Department of Personnel Administration policy for DWC; Have lead responsibility for clerical staff in DWC Personnel Section; trains new Attendance Reporting Officers (ARO's) in basic attendance reporting, completion of various documents, and time keeping records; receives and reviews all industrial injury and NDI reports for DWC; advises ARO's of proper procedures in attendance and payroll records resulting from IDL or NDI actions and follows-up to ensure all necessary documents are forthcoming; communicates with and keeps Personnel Services Specialists (PSS's) in the Departmental Personnel Office informed of status; Analyzes, be currently knowledgeable with, and provides employee benefits information, health and dental benefits, retirement information, deferred compensation and savings options, vacation and sick leave policies, work schedule policy and procedure, grievance and collective bargaining policies to all DWC employees. With senior management, coordinate review, reorganization and modifications to statewide DWC Policy and Procedural Manual for the Personnel section as necessary to meet current needs and reflect changes in law and office reorganization; writes memos regarding new procedures for distribution to DWC's 24 offices statewide; Serves as the Division's bilingual coordinator and works with the Department's bilingual coordinator to provide bilingual services in each office; compiles and analyzes training materials and makes recommendations as to the most effective use of materials; and performs other duties as required.

SROA and Surplus Employees will be given first consideration and are encouraged to apply.

Current State employees who are eligible for transfer or list appointment to the above class may apply by sending an application to:
Department of Industrial Relations/Division of Workers' Compensation
Headquarters Office – 9th Floor P. O. Box 420603 San Francisco, CA 94142-0603
Attention: Carrie Nevans (415) 703-4600

Applications accepted until August 15, 2005, or until position filled

Applications will be reviewed and interviews for some or all applicants may be scheduled subsequently.

CALIFORNIA STATE GOVERNMENT - EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE, OR SEXUAL ORIENTATION.